

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency DOC-MUSKEGON FACILITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facilities Administration
4. Civil Service Position Code Description Employment Counselor-E	10. Division Operations
5. Working Title (What the agency calls the position) Employment Skills Developer	11. Section Education
6. Name and Position Code Description of Direct Supervisor LESLIE, ANGELA E; SCHOOL PRINCIPAL-3 14	12. Unit
7. Name and Position Code Description of Second Level Supervisor GAY, HEATHER M; STATE ADMINISTRATIVE MANAGER-1 15	13. Work Location (City and Address)/Hours of Work 2400 S Sheridan, Muskegon, MI 49442 / Various

14. General Summary of Function/Purpose of Position

The Employment Counselor provides Workforce Development, guidance, and counseling functions to prisoners inside prisons and follows up with FOA and other agencies once the prisoner is on parole to collect data. This position helps to prepare and place trained offenders into employment and post-secondary opportunities. The Employment Counselor takes direction from the School Principal and the Education Manager. The position is located within the secure perimeter of the Muskegon Correctional Facility.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 45

Facilitates and ensures Workforce Development programming is delivered to prisoners within one year of ERD and/or preparing to parole.

Individual tasks related to the duty:

- Maintains case load and ensures all prisoners receive a Workforce Development Referral Packet prior to parole.
- Interviews prisoners, identifies strengths and weaknesses, determines vocational skill sets and interests, then formulates an acceptable plan and follows up on progress.
- Provides assistance in establishing employment and post-secondary goals and objectives for prisoners.
- Recommends standards of performance for employment counseling using accepted standards.
- Maintains case load and reviews files to ensure prisoners receive Workforce Development Referral Packets.
- Administers and scores standardized assessments, such as WorkKeys and GED.
- Provides assistance in determining program needs and conducts training as needed.
- Works directly with central office Program Specialist, Facility Reentry Coordinator, school staff, housing/program staff, and Institutional Parole Agent to provide Workforce Development services.
- Maintains records and prepares reports and correspondence related to the work.
- Conducts Job Fairs for prisoners paroling with potential Employers.
- Collaborates with central office Workforce Development Specialist to conduct employer tours.
- Assists prisoners with obtaining vital documents prior to release.

Duty 2

General Summary:

Percentage: 40

Works with outside agencies, businesses, and stakeholders to identify and implement best practices in Workforce Development to ensure prisoners are prepared to enter the workforce upon release.

Individual tasks related to the duty:

- Contacts employers to develop trust and increase knowledge on educational/vocational opportunities for prisoners.
- Collects and captures data (long and short term) of post release employment, educational, and other relevant information to use for future programming decisions.
- Makes contacts with schools and community guidance organizations in the development of cooperative plans.
- Refers prisoners to other agencies for support services based on their eligibility for services offered.
- Speaks before groups or serves as a resource person at conferences and other meetings as required.
- Attends all transition and steering team meetings.

Duty 3

General Summary:

Percentage: 10

Collaborates within the prisons to ensure safety and efficiency and to maintain required operational standards.

Individual tasks related to the duty:

- Interacts with all other departments at the facility.
- Resolves school security issues within the functioning of the facility; works cooperatively to ensure the efficiency of school operations.
- Attends required staff training.
- Responds to prisoners' grievances.
- Maintains documentation for audits: Facility, Education, WDA, Civil Rights, Auditor General, etc.
- Assures completion of documentation and weekly/monthly reports.
- Participates in facility security mobilizations and critiques.

Duty 4

General Summary:

Percentage: 5

Performs other duties as assigned.

Individual tasks related to the duty:

Tasks include but are not limited to:

- Completes facility-related assignments as required.
- Completes education-related assignments as required.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

- Schedule testing
- Assess student needs
- Prepare reports
- Contacting employers/outside groups

17. Describe the types of decisions that require the supervisor's review.

- Audit responses
- Leave requests/work schedule changes
- Policy and procedure changes
- Changes to curriculum
- Job Fair planning

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Standing, sitting, walking across the grounds of a secure prison facility, transporting and carrying equipment and supplies. The position requires daily contact with convicted felons: mental alertness is required.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | | | |
|----------------------------|------------------------------------|----------------------------|---------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |

N Approve leave requests.

N Review work.

N Approve time and attendance.

N Provide guidance on work methods.

N Orally reprimand.

N Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

Completes a variety of professional guidance and counseling assignments to provide Workforce Development to individuals seeking employment. Works with outside agencies and businesses to place prisoners in employment and support programs when released from prison.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

None

25. What is the function of the work area and how does this position fit into that function?

This work area provides Workforce Development and education to all prisoners, in preparation for their successful re-entry into the community

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree with a major in guidance and counseling, sociology, psychology, or social work.

EXPERIENCE:

Employment Counselor 9 No specific type or amount is required. Employment Counselor 10 One year of professional experience counseling and placing individuals seeking employment equivalent to an Employment Counselor 9. Employment Counselor P11 Two years of professional experience counseling and placing individuals seeking employment equivalent to an Employment Counselor, including one year equivalent to an Employment Counselor 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the objectives of vocational guidance services. Knowledge of counseling tools and techniques. Ability to meet and deal effectively with community individuals and organizations. Ability to work effectively with a variety of staff. Ability to maintain records and prepare reports related to the work.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None

I certify that the entries on these pages are accurate and complete.

_____ 9/12/2014 _____
Appointing Authority Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

_____ _____
Employee Date